

**DRAFT OPERATING PROCEDURES FOR THE
WINOOSKI AVENUE CORRIDOR STUDY PROJECT ADVISORY COMMITTEE (PAC)
July 2018**

The Winooski Avenue Corridor Study is a transportation study of Winooski Avenue that is part of the city's goal to create multimodal, Complete-Street routes throughout the city. The final product will be an implementation and action plan with recommendations to address safety, capacity, and connectivity for all modes of transportation along this important north-south connection through Burlington. The study will respect the diversity of residents and stakeholders who live, work, and play in the corridor. As part of this work, a Project Advisory Committee (PAC) has been formed to assist the study's Steering Committee.

I. Duties and Responsibilities

- A. Members of the PAC are expected to: learn about the issues relevant to the project; disseminate this information to the community they represent; advise the Steering Committee of their opinions and those of their community in a timely manner; encourage early and broad community participation; and promote and affirm the outreach process for this effort. ***It is the responsibility of the committee member to regularly report to the organization or constituency to which s/he represents and to present to the Steering Committee the views of his or her constituency.***
- B. All participants are requested to respectfully listen to the opinions of others in an effort to ensure a constructive discussion and a successful outcome.
- C. PAC members will be expected to participate in scheduled public meetings and encourage others to attend and share their opinions at the meeting.
- D. We understand that members of the Committee have many personal and professional commitments aside from this one. However, we ask that members make every possible effort to attend the meetings consistently. Anyone who misses more than two meetings in a row will find it difficult to effectively participate in the work of the committee.
- E. The Steering Committee, consisting of staff from the Department of Public Works (DPW), Chittenden County Regional Planning Commission (CCRPC), and the Consultant team commits to the following responsibilities: to schedule PAC meetings on a regular basis that will allow the participants to consider issues and offer timely input; to consider and respond to this input and concerns; to provide understandable and accurate data and project information; to provide timely notice of meetings, with agendas; and to record and distribute accurate summaries of the discussions.

II. Membership

- A. Project Advisory Committee members will be invited to participate as follows: Burlington City Council, the Community and Economic Development Office, the Department of Planning and

Zoning, Green Mountain Transit, the Burlington Walk Bike Council, the Old North End Arts and Business Network, Church Street Marketplace, AARP Vermont, and the Burlington Business Association, as well as resident representatives from the Central, East, and South City Districts.

- B. The public is welcome to attend the committee meetings as observer and will be offered a chance to provide direct input during a public comment period.

III. Project Management and Committee Staffing

Overall project management will be provided by DPW and CCRPC staff. Professional analysis and technical assistance will be provided by a consultant team led by RSG. Third Sector Associates will assist with PAC and public/community outreach. Committee staffing and meeting facilitation will be provided by DPW and CCRPC staff with assistance from the consultant team.

IV. Consensus

The PAC will seek to achieve consensus; in the absence of a consensus, the opinions of the parties will be recorded in a written summary and taken into consideration by the Steering Committee. The Steering Committee values the contributions and opinions of the community and the individual participants but reminds the Committee that the City Council retains final decision-making authority with regard to the project.

V. Duration

The PAC will continue to function until a final report is presented to the Burlington City Council, anticipated mid-year of 2019.

VI. Meetings

- A. The PAC is expected to meet 5 times through the duration of the project as determined by the project work and schedule.
- B. All PAC meetings will have a 10 minute public comment period.
- C. All PAC meetings will be open to the public. Meeting dates, agendas, and notes will be posted on the project's website (<https://www.ccrpcvt.org/our-work/transportation/current-projects/corridors-circulation/winooski-avenue-corridor-study>)

The Steering Committee appreciates the time and effort that individuals commit to this kind of project and thank you for representing your community and working to enhance the planning process.